

**Office of the Attorney General**  
Human Resources  
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# JOB POSTING

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**Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.**

## **DEPUTY ATTORNEY GENERAL Advisory Section**

### **Summary:**

Provides legal representation on behalf of state government agencies

### **Essential Duties and Responsibilities:**

- Required to draft opinions and advisory letters to government officials
- Assist numerous state boards, commissions and agencies in researching legal matters, as well as helping to conduct meetings and adjudicatory hearings
- Review state contracts, leases, and memoranda of understanding for form and legality as well as assist agencies in drafting such documents
- Review administrative rules for form and legality as well as assisting in drafting such rules
- Serve as an administrative law judge for the attorney general's office as well as other state agencies requiring said services
- Produce a high volume of work in all described areas

### **Qualifications:**

- Must be licensed to practice law in the State of Indiana
- Must have strong research skills and be able to analyze complex questions of law
- The applicant should have a familiarity with the operations of State government
- The applicant should have experience with business transactions including the areas of leasing, debt instruments and commercial paper